

Job Description

Missouri State Highway Patrol

Class Title: Assistant Director Motor Equipment Division

Title Code: V00445

Effective Date: 04/9/04

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Director of Motor Equipment Division

Position Supervised: As Assigned

FLSA Classification: Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an administrative position wherein the individual assists and provides support to the Director of the Motor Equipment Division. Duties include monitoring, analyzing and reporting fleet data; audit of patrol vehicle revolving fund; vehicle accident management; assisting in division budget preparation; review of division expenses; development of vehicle and equipment specifications; supervision of clerical and maintenance staff.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Reviews accident costs, develop reports related to accidents - contact O.A. Risk Management, insurance companies, prosecutors, and legal counsel and involved individuals reference payment for Patrol losses.

Monitors fleet operations; monitors and analyzes mileage, vehicle assignments, and operating expenses; develops reports related to fleet operations; makes recommendations for improvements in fleet operations as needed.

Performs a variety of administrative duties (e.g., supervises employees, maintains employee time records, approves/disapproves leave, approves expense reports, conducts employee performance evaluations, attends meetings, serves as an oral board member, serves on committees, as assigned, and handles personnel issues and problems associated with division staff).

Audits the patrol vehicle revolving fund.

Assists the Division Director with the development and monitoring of the division budget and expenses.

Provides direction to the Fleet Control Coordinator regarding the marketing and sales of fleet vehicles.

Acts as liaison between Motor Equipment Division, vendors, insurance companies and public.

Develop training and informational bulletins for division employees; assist in coordination of technician training.

Administer manufacturer recall programs; ensures all drivers are made aware of the recalls and that all vehicles affected by the recall are repaired in a timely manner.

Assist in development of vehicle and equipment specifications.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive product knowledge of police vehicles and emergency warning equipment.

Knowledge of Patrol policies and procedures.

Knowledge of the basic principles and techniques of supervision.

Knowledge of state and federal bid and purchasing requirements.

Knowledge of inventory procedures and methods.

Knowledge of procedures involved in standard automotive maintenance and repair.

Knowledge of Microsoft Word, Excel, Lotus Notes, SAM II Financial System.

Knowledge of standard fleet management practices.

Basic knowledge of accounting principals.

Ability to think quickly and make independent and rational decisions.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish effective working relationships with subordinates, associates, vendors, & suppliers.

Ability to handle stressful situations.

Ability to analyze data, reports and product specifications.

Ability to create orderly, concise and timely written documents following proper protocol.

Ability to quickly learn and adapt to new programs, ideas and concepts.

Ability to drive Patrol vehicles.

Ability to work hours as assigned which may include long days or weekend duties.

Ability to travel throughout the state including overnight travel.

Ability to develop product specifications.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Assistant Director - Motor Equipment Division

3

Graduation from an accredited four year college or university with a Bachelor's degree in Business Administration, Public Administration or related area. Three years of experience in fleet management, business management, accounting or closely related field. Two years in a supervisory or management capacity preferred. Completion of the Patrol's supervision school within one year of employment.

OR

Possess a high school diploma or GED, and seven years experience in fleet management, business management, accounting or closely related field. Two years in a supervisory or management capacity preferred. Completion of the Patrol's supervision school within one year of employment.